

REGIONAL NAF PERSONNEL OFFICE

MWR Dept/NSA, VQ-Sewell's Point Sub-Region, Regional Recycling Program

VACANCY ANNOUNCEMENT

02/20/04

Does not confer to Civil Service Status

POSITION: Recreation Assistant (Gym)

ANNOUNCEMENT# SP 36-04

NF-0189-02

Salary: \$7.50-\$8.50 per hour

LOCATION: MWR Dept./ Fitness & Sports Div., NSA
Norfolk, VA 23511

CLOSING DATE: Open Until Filled

AREA OF CONSIDERATION: Open

(1) Position, Full-time

NOTE: No relocation costs will be paid

Direct Deposit of salary is a condition of employment

DUTIES: Serves as duty manager as assigned to ensure facility is functioning in a smooth, safe and efficient manner. This includes serving as point of contact to assigned subordinate staff, assuring tasks are in process/complete, providing necessary supplies and resolving minor problems and complaints of the employees. May make recommendations to the supervisor in regards to work performance of assigned staff. Ensures the facility is opened/closed at the posted time and in a state of cleanliness both inside and out. Reviews the schedule of events and ensures the facility is prepared prior to the scheduled start time. Responsible for issuing, receiving and controlling cash receipts and change funds under custody. Assures the Daily Activity Report (DAR) is completed and certifies cash count of receipts and change funds turned in by individual cashiers. Determines cash shortages or overages by comparing total of cash receipts against cash register readings. Completes the deposit form in accordance with local procedures. Ensures all keys are turned into lock box and/or cashiers bag. Circulates among the patrons to assist with basic use of the equipment/gear and to maintain good order and discipline. Warns patrons of disorderly behavior or unsafe techniques or practices being utilized. Attempts to resolve problems in a tactful, diplomatic manner. May be required to tactfully remove disruptive patrons from the facility. Upon closure, completes fire and safety checks, secures all doors, windows, storerooms, etc. Notifies the "trouble desk" of the Public Works Department (CWPD) of any emergencies that may occur. Prepares and submits daily reports of night operations, to include both minor and serious incidents. This includes equipment breakdown or repairs, leaks, personnel/staffing problems related to work situations and any other information that may affect the operation of the athletic facility and/or management decisions. As needed may perform the following: checks ID cards to assure that only authorized customers utilize the facility. Issue and receive athletic gear/equipment. Sorts, washes, dries, folds and stores athletic gear. Answers telephone, taking reservations for the athletic courts or facilities. Provides information in regards to facility hours of operation, and upcoming sporting events, etc. Cleans and maintains athletic facilities, performing general janitorial services to ensure spaces are clean, neat and orderly state at all times. May make minor repairs to facilities and equipment. Reports any maintenance problems, material deficiencies and unsafe conditions that cannot be repaired in house. Performs other related duties as assigned.

QUALIFICATIONS: A combination of training and education or a minimum one-year specific experience in an athletic facility or program is required. Knowledge of basic arithmetic to perform inventory accountability and to compute charges and make change quickly and accurately. Skill in the use of basic hand tools to perform minor maintenance and repair. Must be a mature individual with documented leadership abilities, who can exercise control over a large group of people to ensure good order and discipline as necessary. Must be skilled in customer service techniques, tact, and good judgment. Must possess CPR and First Aid Certification, or obtain within 30 days of hire.

-FILING INSTRUCTIONS: Applicants must submit a completed application and preference documents to: Regional NAF Personnel Office, 1200 Fechteler Road., Norfolk VA 23505. (Corner of Terminal Blvd and Diven Street)

-NOTE: Applications are available in the NAF Personnel Office. "Unless otherwise specified, all applicants must be 16 and over."

-EMPLOYMENT PREFERENCES: To claim a preference, you must submit documents as follows. Explanation and Application for preference are available

at NAF Personnel Office. No preference is given unless requested and documented. ACCEPTANCE OR DECLINATION OF A POSITION ENDS ABILITY

TO CLAIM PREFERENCE FOR SPOUSE OR IVS APPLICANT.

-MILITARY SPOUSE: Must attach a copy of military member's PCS orders and write SPOUSAL PREFERENCE on the front of the employment application.

-VETERAN: Attach copy of DD214

-INVOLUNTARILY SEPARATED MILITARY MEMBERS & DEPENDENTS: Must attach IVS Hiring Preference information form and one of the following: DD214 or copy of DD1173. ALL IVS PREFERENCE ARE APPROVED ONLY IF DISCHARGE/RE-ENTRY CODE MATCHES ELIGIBILITY LIST.

-ALL prior military discharged within the past 10 years must attach a copy of their DD214 showing the reason for discharge and re-entry code.

-Active Duty Military: Military regulations require that you obtain a special request authorization (NAVPERS 1336/3) prior to being accepted for outside employment. To be considered for NAF employment, you must attach a completed authorization form to all applications, and include your command

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name and phone number.

"The Department of the Navy is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factors."

Web Site: www.nsa-norva.navy.mil

JOBS Line: 440-JOBS (5627)